

Hearing Deadline: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_



Case No.: \_\_\_\_\_  
Date Filed: \_\_\_\_\_

## Board of Appeals Application

This applicant must be typewritten, or legibly handwritten (printed), and filed with the Kanawha County Planning and Development Office, 407 Virginia Street East, Charleston, West Virginia, 25301

**THE PLANNING DEPARTMENT WILL NOT ACCEPT ANY INCOMPLETE APPLICATIONS**

1. The undersigned hereby request (statement of actual variance or appeal sought):

\_\_\_\_\_  
\_\_\_\_\_  
all in accordance with the plans and specifications filed herewith.

2. Previous appeals, rezoning or variances pertaining to this property:

\_\_\_\_\_  
\_\_\_\_\_

3. Applicable section(s) of the Zoning Ordinance:

\_\_\_\_\_  
\_\_\_\_\_

4. The real estate which is the subject matter of this application is legally described as follows (include address, tax map and parcel number):

\_\_\_\_\_  
\_\_\_\_\_

5. Said real estate is owned by: \_\_\_\_\_

6. Purchase date: \_\_\_\_\_

7. The use now being made of the subject real estate is as follows:

\_\_\_\_\_  
\_\_\_\_\_

8. The proposed work to be done on the property is as follows:

\_\_\_\_\_  
\_\_\_\_\_

9. The uses now being made of all the abutting properties are as follows:

\_\_\_\_\_  
\_\_\_\_\_

10. If this is an application for a variance, the board is authorized to grant the request(s) made by this application because it will not be contrary to the public interest for the following reason(s):

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11. Because of the following special conditions, a literal enforcement of the provisions of the Zoning Ordinance will result in an unnecessary hardship:

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**Accompanying this application are:** A) plans drawn to scale, when applicable; B) site plan and any other information with regard to the subject property and neighborhood as may be necessary to determine and provide for the proper hearing of this application.

Respectfully submitted,

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

**NOTE: AS A MATTER OF GENERAL POLICY THE PROCEEDINGS OF THE BOARD OF APPEALS ARE NOT TRANSCRIBED BY THE BOARD, ANYONE DESIRING A LEGAL TRANSCRIPT OF THE PROCEEDING MUST PROVIDE A COURT REPORTER AT HIS/HER OWN EXPENSE.**

\*The notification process includes notifying property owners within 250 feet of subject's property as well as posting of a sign on the subject property prior to the hearing date, which will be removed by the planning department staff within two weeks after the hearing.

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**PLANNING DEPARTMENT INFORMATION ONLY**

The following is a list of ordinance violations they relate to the above property:

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Application reviewed by:

\_\_\_\_\_

**\*Attached are the names and addresses of person to be notified**